Advisory Services Division
Pre-Recruitment Process

ADVISORY SERVICES DIVISION (ASD) PURPOSE STANDARDS

The Advisory Services Division (ASD) has been established to provide consultation and collaboration discussion with hiring managers. This discussion will stimulate and guide the pre-recruitment conversation that will take place between a Human Resources Specialist and the hiring manager with participation of the Line/Staff Office (LO/SO) Point of Contact (POC). This initiate will develop a well-defined and transparent recruitment process through a strategic partnership. Timelines have been developed for various phases of the recruitment process. These timelines provide recruitment goals for meeting the average hiring requirements established by the Hiring Reform. Hiring targets are possible through:

a. LO/SO and WFMO joint responsibility for a consistent process;
b. Pre-Recruitment Consultations; and
c. Accurate tracking and reporting mechanisms.

The benefits of the pre-recruitment consultation include increased productivity in accomplishing program mission; reduction in re-work; and accurate recruitment efforts that enhance the quality of candidates. With the usage of hiring officials and/or subject matter experts during the pre-recruitment consultation better job analysis criteria and recruitment questions can be developed and utilized.

PRE-RECRUITMENT PROCESS

1. <u>Strategic Recruitment Consultation Meeting between Hiring Officials and ASD.</u> Establishing strategic partnerships between hiring officials and ASD HR Specialists is key to the success of the hiring process. Servicing HR professionals, in collaboration with hiring managers and/or SMEs, will establish and conduct regular recurring meetings [called Pre-Recruitment Consultations] to discuss current and future position classification and/or recruitment needs. The purpose of the pre-recruitment consultations is to ensure that the recruitment needs of the respective LO/SOs are met in a timely and efficient manner. This will be accomplished through strategic planning and partnerships between ASD and LO/SO officials. This will be an opportunity to discuss options and the best methods to be utilized to achieve desired results. The overall objectives of these meetings are to:

    a. Discuss strategic recruitment efforts and options;
    b. Ensure recruitment packages are complete and accurate prior to submission to the servicing HR Staffing Division;
    c. Reduce/eliminate re-work, and cancellation of Job Opportunity Announcements (JOAs); and
    d. Promote and encourage strategic partnerships between WFMO and the LO/SO.

During these collaboration meetings, a consultation worksheet will be completed on pending recruitment actions. Together, LO/SO officials and ASD will work on completing the necessary paperwork and required documents so that recruitment actions move quickly through the process. A copy of the Consultation Worksheet is provided at **Attachment A**. A copy of the Guiding Principles for Pre-Recruitment Consultation Meetings is provided at **Attachment B**.

2. Hiring Flexibilities. Management officials are encouraged to utilize all available hiring flexibilities. These flexibilities, that oftentimes reduce the hiring process and possibility eliminate the need to announce or go through a lengthy recruitment process, will be discussed during the pre-consultation meetings. Some hiring flexibilities include Veterans' Readjustment Appointments, Disabled Veterans' Appointing Authority, Direct Hire Authority for Acquisition Position and Information Technology (Security) and other authorities.

3. Consultation Worksheet. The Consultation Worksheet provides information for all types of personnel actions. This worksheet provides a "checklist" for hiring officials on the documentation required for various types of actions and is completed at the upfront collaboration meetings between ASD and LO/SO hiring officials. Upon conclusion of the strategic recruitment conversation the consultation worksheet is signed by both the hiring official and the ASD HR Specialist.

4. Initiating the Strategic Recruitment Conversation. The consultation worksheet is required for all new recruitment actions submitted to the ASD. It is not required for cases using an approved hiring package or shared certificate, which are sent directly to the Staffing Division. A consultation worksheet is not required for noncompetitive actions. Below are the hiring official's roles and responsibilities for completing the consultation worksheet. A complete overview of the pre-recruitment process can be found at **Attachment C**.

   A. Part A - Requesting Office Information
      a. The Consultation Worksheet is initiated by the hiring official via the Recruitment Analysis Data System (RADS).
      b. Must contain the hiring official's name and phone number.

   B. Part B through F
      a. Completed during the consultation meeting between the hiring official and advisory services specialist
      b. Billet numbers are required.
      c. Sensitivity Level must be properly determined.
         • Position designation is established by section 731.106 of title 5, Code of Federal Regulations (CFR), section 3 of Executive Order (EO) 10450, as amended, and 5 CFR 732.201.
         • OPM encourages agencies to use the Position Designation System when determining sensitivity levels. The Position Designation System was developed by the Office of Personnel Management (OPM) to guide agencies in determining the proper level of investigation and screening required based on an assessment of risk and national security sensitivity. Position designation is established by section 731.106 of title 5, Code of Federal Regulations (CFR), section 3 of Executive Order (EO) 10450, as

amended, and 5 CFR 732.201. The PDS is located at the following website: http://www.opm.gov/investigations/

d. Upon conclusion of the strategic recruitment conversation the consultation worksheet is signed by both the hiring official and the ASD HR Specialist.

RECRUITMENT PACKAGE

1. Once the consultation process has been finalized, the hiring official will prepare final recruitment documents and upload such into the RADS.

2. The LO/SO POC will review the documents and submit case to ASD:

ATTACHMENTS
Attachment A: RADS Consultation Worksheet
Attachment B: Guiding Principles for Pre-Recruitment Consultation Meetings
Attachment C: Pre-Recruitment Process Diagram

File Cases Control Panel Reports Help Logout

ATTACHMENT A

RADS Case: | Consultation Form Status: New

Save

Please fill out the below form and click Activate.

Part A - Requesting Office Information

1. Requesting Office

2. Date of Co
See Misc Dat

3. Primary Point of Contact
Email: Phone:

4. Alternate Point of Contact
Email: Phone:

5. Primary Subject Matter Expert (if Applicable)
Email: Phone:

6. Backup Subject Matter Expert (if Applicable)
Email: Phone:

Part B - Position Information

7. Position Title(s)

8. Pay Plan(s)

9. Series(s)

10. Grade(s)

11. Billet(s)

12. Duty Station(s)

13. Promotion Potential (if applicable)
No

14. Backfill / Vice Action
No Reason for Request:

15. Position Attributes
- ☐ Permanent ☐ Part Time
- ☐ Full Time ☐ Term NTE
- ☐ Temp NTE

16. Sensitivity Level
- ○ Non-Sensitive
- ○ Non-Critical Sensitive
- ○ Critical Sensitive
- ○ Special Sensitive
- ○ Public Trust (High Risk)
- ○ Public Trust (Moderate Risk)
- ○ Public Trust (Low Risk)

Part C - Type of Action

17. Action Type
Other

18. Named Action (if other)

19. *Recruitments Only*

Part D - Conditions of Employment

23. Physical	24. Drug Testing	25. Financial Disclosure	26. Mobility Agreement	27. Immunization
No	No	No	No	No
28. Moving Expenses	**29. Relocation Incentive**	**30. Recruitment Incentive**	**31. Student Loan Repayment**	**32. Annual Leave/N**
Not Authorized	Not Authorized	Not Authorized	Not Authorized	Not Authorized
33. License		**34. Travel**		
No		No		

Part E - Pre-Recruitment Consultation Notes

Notes

Part F - Approvals

35. Line Office Branch/Team Lead	36. Line Office Division
E-Signature: *Date:*	*E-Signature:* *Date:*
37. Line Office Final Approving Official	**38. WFMO Advisory Specialist**
E-Signature: *Date:*	*E-Signature:* *Date:*

Misc Dates

39. Consultation Scheduled	40. Date of Consultation

ATTACHMENT B
Guiding Principles
Pre-Recruitment Consultation Meetings

I. Purpose:

The purpose of strategic recruitment consultations is to ensure that the recruitment needs of the respective Line/Staff Office (LO/SO) are met in a timely and efficient manner. This will be accomplished through strategic planning and partnerships between the Workforce Management Office, Advisory Services Division and the hiring manager with participation of the LO/SO Point of Contact (POC).

II. Roles and Responsibilities:

A. Line/Staff Office

1. Hiring Official/Subject Matter Expert:

- Participate in pre-recruitment consultations, when required, to discuss recruitment needs
- Complete all applicable sections of the consultation worksheet and sign verifying concurrence with the proposed plan of action.
- Complete final recruitment package documents and upload such to the Recruitment Analysis Data System (RADS).

2. LO/SO POCs:

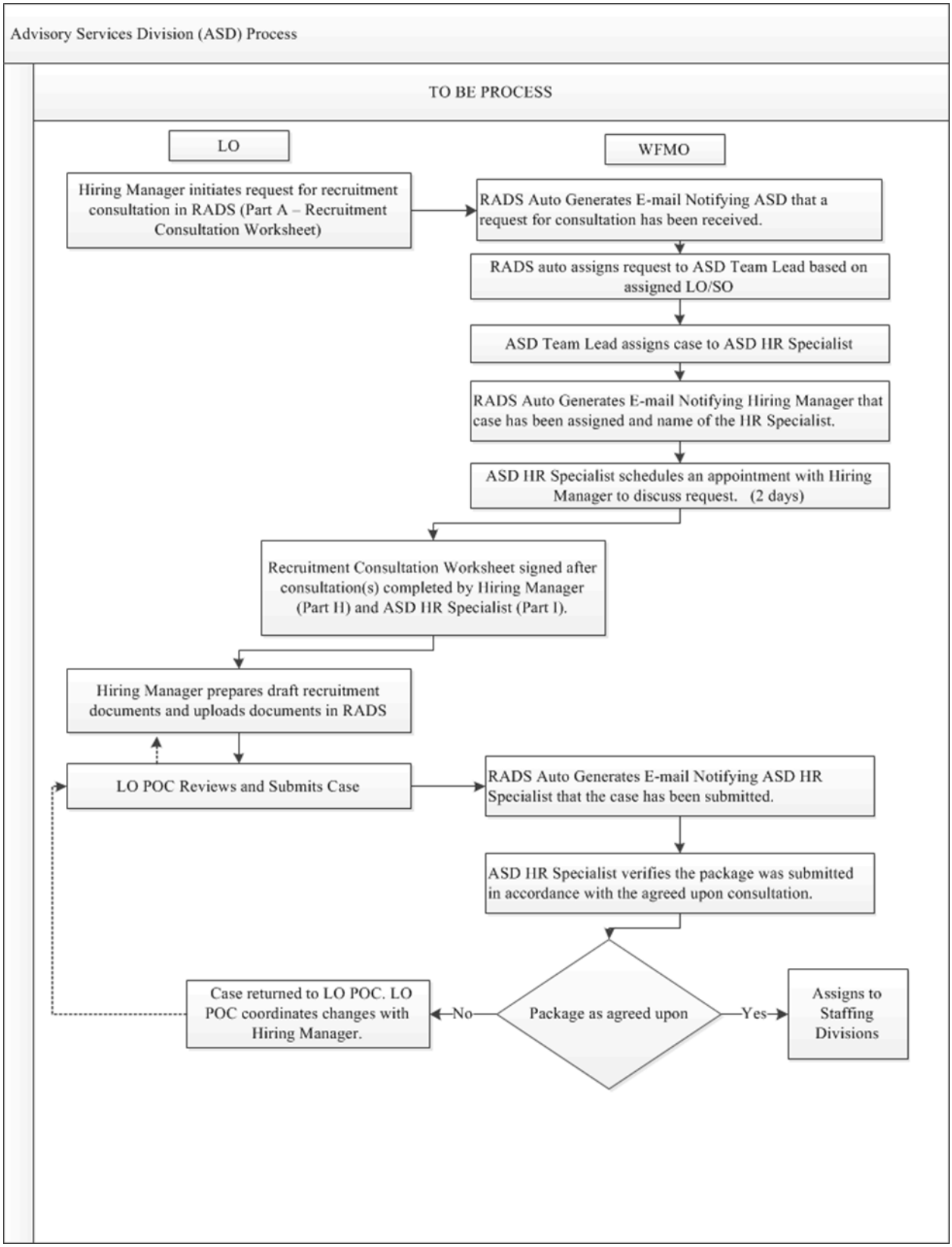
- Serve as personnel liaison between management and human resources
- Serve as first point of contact to management
- Keep selecting official/designee informed of status of individual recruitment actions
- Attend strategic recruitment consultations
- Review and submit final recruitment package documents to the Advisory Services Division (ASD).

B. Advisory Services Division

Advisory Services Division (ASD) Director

- Assign cases to ASD HR Specialist
  - Cases are assigned to a HR Specialist the same business they are received.
  - RADS will auto generate an email notifying the hiring official that the case has been assigned and will identify the HR Specialist.

ASD HR Specialist

- Schedules an appointment with the hiring official to initiate the strategic recruitment consultation meeting.
  - Initial contact must be made within one business day of the case being assigned.
- Updates RADS to document the initial contact with the hiring official and sends an email message, via RADS, verifying the contact.
- Provide human resources consultative services (To include assistance w/PD classification, duty statement(s), specialized experience statement(s) and job analysis/MGS question selection/preparation)
- Participate in strategic recruitment consultation conversations.
- Complete all applicable sections of the consultation worksheet and sign verifying concurrence with the proposed plan of action.
- Verifies the final recruitment package documents was submitted in accordance with the agreed upon consultation. If so, assigns the case to the Staffing Divisions. If not, case is returned to the LO/SO POC.

ATTACHMENT C
Pre-Recruitment Process